



# Debra M. Bonogofsky

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## Skills Summary

- Hiring and supervising employees of diverse backgrounds and skill sets.
- Managing and resolving complaints and conflicts among employees, suppliers and customers.
- Negotiating contracts and business deals.
- Teaching and training staff in numerous job skills.
- Delegating to staff for the most efficient completion of projects.
- Overseeing and managing a myriad of business operations including customer service, accounting, auditing, inventory control and order fulfillment.
- Identifying new opportunities and innovative and creative solutions to problems and conflicts.
- Knowledge and experience with government programs, policies and laws.
- Public speaking.
- Developing policy recommendations, messaging and campaign plans.

## Education

1973-1976      B.S. Business Administration - Eastern Montana College - High Honors

## Experience

### 2007/2009

### Candidate, HD 54/HD 57, (Billings, MT)

Responsibilities: Developed an comprehensive knowledge of campaign finance and ethics laws; Wrote and followed detailed campaign plans; Fundraised; Analyzed current policy and developed policy recommendations; Interacted with a diverse constituency and explained my positions succinctly and clearly.

### 1993 - present

### Co-Owner & Chief Financial Officer, L.P. Anderson Tire Factory, (Billings, MT)

Responsibilities: Manage staff of up to 23 and fulfill all human resource obligations including performance evaluations, benefits and payroll administration, state and federal taxes; Identify and remedy inefficiencies; Manage advertising, business insurance, government regulations; Manage all accounts payable, payroll, banking, taxes and collections.

Accomplishments: Grew the business from \$1,000,000 in sales to over \$5,000,000 in sales; Moved the business from all handwritten ledgers to a modern, computerized system.

### 1978 - present

### Farm Operator and Landowner, (Billings, MT)

Responsibilities: Prepare all government reports and accounting; Prepare fields for planting hay crop; Manage and control weeds; Maintain farm infrastructure; Boarded and trained horses;

### 1979 - 2003

### Stay at Home Mom (Billings, MT)

Responsibilities: Raised two wonderful daughters to be engaged and productive citizens; Volunteered at Blue Creek School mentoring children and working in the library; District Commissioner for Beartooth Pony Club; Debate judge for High School Debate meets.

### 1977 - 1979

### Purchasing Agent, Materials Supply Division, Wyo-Ben (Billings, MT)

Responsibilities: Identified and negotiated terms with suppliers; Managed and conducted all ordering of inventory; Managed supply in relationship to demand of inventory items.

## Memberships

- National Federation of Independent Businesses
- Montana Tire Dealers Association
- Tire Industry Association